After you have completed your profile in Concur:

1. Click “Expense” in the top menu of the page
2. Click “Create New Report”
3. Create a name for the report
4. Under “Business Purpose” choose Non-Travel Expense Reimbursement
5. Under “Travel Type” choose In-State
6. Input the chartfield combination from the CEAC Treasurer
7. Under “Comments” please type – CEAC Reimbursement
8. Click “Next” at the bottom
9. When asked “Does this report include Travel Meals?” – click No
10. In the “Expense” side of the page, choose Supplies & Materials (Under #5)
11. Under “Transaction Date” choose your date of purchase
12. Under the “Vendor Name” – type where you purchased your item (i.e. Amazon, University of Maine Augusta Bookstore)
13. Under “City of Purchase” – just type Orono, Maine
14. Under “Payment Type” – choose “Cash” – this only indicates you paid personally no matter the form of payment
15. Under “Amount” – type the amount you paid MINUS any tax (University of Maine is sales tax exempt and cannot reimburse for sales tax paid). If you paid over $200 – we only allow $200 per academic year so you would enter the approved $200
16. Be sure to “Attach Receipt”
17. Click “Save” at the bottom
18. In the upper left hand corner click “Submit Report”
19. In the “Final Review” box that pops up, please review and if OK click “Accept & Submit”